

OGC 76-1191

10 March 1976

MEMORANDUM FOR: Director of Personnel

ATTENTION : Deputy for Recruitment and Placement

SUBJECT : Entry Grade and Promotion Policy for Newly
Hired Attorneys

REFERENCE : A. Memo to D/Pers from AO/DCI dtd 25 Feb. 76,
same subject


B. Memo to AO/DCI from Deputy General Counsel
dtd 20 Feb. 76, same subject

1. This is in response to your request that I make a matter of record the distinction between recent law graduates hired at GS-09 and those hired at GS-11.

2. Those recent graduates hired at GS-09 will be those who have not yet been admitted to the bar. They are hired subject to admission and in many cases will have taken the bar before they join the Agency, but will not receive the results and be admitted until some time thereafter. It is made clear to them that their continued employment is contingent upon admission to the bar. In some cases the recent graduates will be admitted to the bar between the time we make a hiring commitment to them and the time they enter on duty, and in such cases they will be entered on duty as GS-11's. There is a clear distinction between the GS-09's who have not been admitted and the GS-11's who have. The former are hired and used as law clerks. Since they are not attorneys they are not permitted to represent the Office in negotiations with outside parties or to give opinions binding on the Office to Agency offices or personnel. They work under the close supervision of their division chief and other attorneys having primary responsibility for a problem upon which they are working. In other words, as law clerks they work for the other lawyers much as a law student summer intern would, except, of course, having completed law school and being on the verge of admission, they can be given more complex problems to handle.

3. I note that on 25 February 1976 the Executive Career Service Board approved the Office of General Counsel policy of hiring non-admitted law graduates at GS-09 and promoting them to GS-11 immediately upon admission. Accordingly, rather than withdrawing my memorandum of 20 February 1976, I am providing this memorandum as supplementary information for your use.

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Deputy General Counsel

cc: AO/DCI

Original - D/Pers

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